General illness – Initial letter of concern example Insert school logo here

Re (child name), class/year group

Dear

We are aware that (child name) has had a number of absences due to illness this (month/half term/term) resulting in xxx days away from school. **I have attached a copy of his/her attendance printout and the reasons given for absence for your information.**

*Choose/adapt ONE paragraph from the 3 options as below:*

***Option 1***

We understand some absences when a child is ill and too unwell to attend school are unavoidable. Thank you for making us aware of the reasons for (child name)’s absence. We hope to see that (child name) remains well next (month/half term/term) enabling their attendance to improve. We look forward to continuing to work in partnership with yourselves so we can all ensure (child name) has the best opportunities to attend as regularly as possible and reach their full potential this year.

***Or Option 2***

We understand some absences when a child is ill and too unwell to attend school are unavoidable. Thank you for making us aware of the reasons for (child name)’s absence. We hope to see that (child name) remains well next (month/half term/term) enabling their attendance to improve. If there are any ongoing reasons that will prevent an improvement in attendance please contact (me) on (xxxxx). We are committed to working in partnership with you to ensure (child name) is supported to attend as regularly as possible and reach their full potential this year.

***Or Option 3***

We understand some absences when a child is ill and too unwell to attend school are unavoidable. Unfortunately, we have not always been made aware of the reasons for (child name)’s absence and therefore many of (child name)’s absences this (month/half term/term) remain unauthorised and of concern.

As we will continue to closely monitor (child name)’s attendance we look forward to seeing a marked improvement next (month/half term/term). If we do not see an immediate and sustained improvement we will contact you as a matter of urgency to arrange a meeting in school so that we can discuss how we can work together, alongside other partners if necessary, to ensure improvements in (child name)’s attendance

To assist parents in deciding when it is appropriate to keep your child off school the NHS have produced: [Is my child too ill for school? - NHS (www.nhs.uk)](https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/#:~:text=It%27s%20fine%20to%20send%20your,to%20wash%20their%20hands%20regularly.).

Thank you for your continued support.

Yours sincerely